THE FOLLOWING SOFTWARE WILL BE IN PRODUCTION ON MONDAY, MARCH 30, 1998. MAIN FACS WILL NOT BE AVAILABLE ON SATURDAY, MARCH 28, 1998.

MAIN FACS RELEASE 98-1

<u>**Enhanced Travel A (if your agency chooses this option)**</u>

Enhanced Travel A will provide a means for employees to create and process their travel expense reimbursement vouchers on-line. This new ADPICS functionality supports on-line review and approval processing. Alternatively, Enhanced Travel A will also support summarized entry of employee travel expense vouchers by business office or other staff. Enhanced Travel A provides for tax withholding and reporting. Enhanced Travel A provides for the capture of more data than

Enhanced Travel B, and, therefore, supports more comprehensive inquiry and reporting.

Several new reports are available with this module. The new reports are:

- **PCHR0980, Travel Frequency Report,** provides a listing of travel by department, employee, and travel departure date.
- **PCHR0990, Travel Proximity Report**, provides a listing of travel by department, proximity and employee name.
- **DAFR3991, Taxable Travel Transactions Processed,** provides summary information on taxable travel transactions processed and the amounts withheld for various taxes.
- **DAFR3992, Taxable Travel Exception Report,** provides summary information on taxable travel transactions not processed due to error conditions encountered during the Payment Processing Batch Cycle.
- **DAFR3993, Agency Taxable Travel Cancellation Activity,** provides information on taxable travel payment cancellation transactions processed in the Payment Processing Batch Cycle.

There are self-study materials available for Enhanced Travel A. Additionally, MAIN Training Class AD28 covers the new functionality.

Enhanced Travel B (if your agency chooses this option)

Enhanced Travel B is similar to the current method used for processing employee travel expense reimbursements. Enhanced Travel B provides for tax withholding and reporting. A new Interface Type, BA, will infer a new Transaction Code (TC), 297, on the Direct Voucher screen to process travel advances. A new Interface Type, BT, will infer TC 299 on the Direct Voucher screen to process travel expenditures. The current Interface Type TL and TC 243 will be used to liquidate Travel B advances. Users will need to determine the taxable and nontaxable amounts of travel reimbursement and use the appropriate object code for processing Enhanced Travel B transactions. There are eight new Comptroller Objects to record reimbursable mileage. There are two new Comptroller Objects for withholding taxes. Two Comptroller Objects will be inactivated.

See the attached list of Comptroller Objects for the changes related to Travel.

Initiators and approvers of Enhanced Travel B transactions must have their PCHL7650 Secondary User Security modified to include a '77' in the Interface Security Class field. Changes to user security should be processed in accordance with existing procedures for processing security forms.

The following control reports will be available for this module:
- **DAFR3991, Taxable Travel Transactions Processed,** provides summary information on taxable travel transactions processed and the amounts withheld for various taxes.
- **DAFR3992, Taxable Travel Vendor Exception Report,** provides summary information on taxable travel transactions not processed due to error conditions encountered during the Payment Processing Batch Cycle.
- **DAFR3993, Agency Taxable Travel Cancellation Activity,** provides information on taxable

travel payment cancellation transactions processed in the Payment Processing Batch Cycle.

There is a self-study guide available for Enhanced Travel B. Additionally, MAIN training classes AD11A and AD11B will include the new functionality.

Special Note - Enhanced 98-1 Travel software includes a table that contains all employees. When a taxable travel object code is used on a transaction, the system performs a check to ensure that the payee is in the table. When travel vouchers with taxable object codes are processed, the department in the account coding block must match the department in which the employee works.

Enhanced Credit Memo

Enhanced Credit Memo is a new ADPICS functionality used when defective or otherwise unacceptable goods or services have been received, and a voucher has been posted. The Credit Memo functionality will allow the user to have the option to open the purchase order, allowing further transactions to be created against it. A new document/document type of CM/CM is used for Credit Memo processing. Users processing credit memos should have their PCHL7651 Document Types By User Security updated. Changes to user security should be processed in accordance with existing procedures for processing security forms. A posted credit memo will combine with other payment transactions to the same vendor to reduce the amount of the warrant. The current process of using a CM interface type on the direct voucher will no longer be available.

Self-study materials are available for the Enhanced Credit Memo module. Additionally, MAIN Training class AD11A and AD11B will include the new functionality.

Service Date

A Service Date field has been added to appropriate ADPICS screens. This field will permit processing of transactions in which the service date is earlier than the end/close date for a given grant or project. The system will default the Service Date to the current system management effective date as identified on the 97 System Management profile.

Self-study materials are available for the Service Date Module.

Vendor File Enhancements

Vendor File Enhancements includes several user requested enhancements. A new batch process for updating the vendor file was added. A new flag will be added to the vendor file to indicate whether or not a vendor has a W-9 on file with the State. This flag ('Y'es/'N'o) will be used to prevent purchase orders and payments to 1099 reportable object codes if the vendor has the W-9 flag set to 'N'. The system will be modified to prevent users from scrolling to confidential vendors.

The mail code for most State employees will be P01. Mail Code 'P01' will come from PPRISM and will replace Mail Code '001' as an employee's primary mail code if the PPRISM flag is set to 'Y'es. Address Attention Lines 1, 2, and 3 were added to better differentiate the listed mail codes on PCHL5220.

Two new control reports will be available with this module (see attached for report samples):
- **PCHR0995**, Vendor/Mail Code Batch Update Control Report, provides a list of all Vendor Table Adds and Vendor Mail Code Adds/Updates processed by PCHBLVEN in the previous batch run.
- **PCHRCVEN**, Vendor Name Control Conversion, will provide a list of existing vendors that have had their name control field populated.

Self-study materials are available for the Vendor File Enhancements module. Additionally, MAIN Training class AD17 will include the new functionality.

Interagency Voucher Process (IAV)

The Interagency Voucher Process replaces the current non-negotiable interagency warrant (NNIAW) process. This functionality will now be accomplished using either the ADPICS standard voucher screen (where an associated purchase order has been created), or the R*STARS companion transactions screen, Batch Type G, (where no purchase order is involved). The new functionality will process interagency vouchers without issuing warrants. The current direct voucher PDT of ZA will no longer be used. A new document/document type of AV/AV is used for IAV processing for those agencies requiring an approval path different than the approval path of VC/VC. The DAFR8720, Companion Cash Transaction Report, can be used to monitor cash transfers. This report is available in R*STARS and provides special selection logic by document type.

Self-study materials are available for this module. Additionally, MAIN Training classes AD11B and RS13A will include the new functionality.

Escheating of State Payments

Escheating of State Payments will permit escheating of State payments (warrants or EFT's) in compliance with State law. Before escheating a payment that payment has to qualify for escheating based on regulatory and other State defined criteria. For those payments escheated appropriate updates are made to the Payment Control Table.

Several new control reports will be available with this module:

- **DAFR3921**, XXX Days Unpresented Payments Escheated - Level 1 Report - PMTS with WARR DT <=XX/XX/XX, displays a detail listing of the transactions generated for unpresented payments escheated. Unpresented payments escheated includes warrants having a payment status of 'I' (Issued) or 'S' (Stopped) prior to escheating.
- **DAFR3931,** XX Days Undelivered Payments Escheated - Level 1 Report - PMTS with WARR DT <= XX/XX/XX, displays a detail listing of the transactions for undelivered payments escheated. Undelivered payments escheated includes warrants and EFT's having a payment status of 'U' (Undelivered) prior to escheating.
- **DAFR3961,** Payments to be Escheated - Affidavit Generated Report, displays a listing of warrants for which an escheat affidavit was generated.

EFT Return and Reversal

EFT Return and Reversal will allow Department of Treasury staff to process EFT returns and reversals for EFT's that have redeemed.

The following reports will be modified with this module:

- **DAFR3221**, Payment Cancellation Request Daily Activity - will identify warrants canceled, and the EFT's canceled or returned, either on-line or through batch, by User ID and Bank ID.
- **DAFR3751**, Payment Cancellation Interface - (renamed) will list warrants and EFT's processed through the Treasury Cancellation Interface.
- **DAFR3761,** Agency Payment Cancel Interface Report - provides a listing, by agency, of all errored and successfully processed transactions from the Treasury Cancellation Interface File, which is processed during the nightly batch cycle.

Agency Code Edit Enhancements

Agency Code Edit Enhancements will reduce the amount of data entry required by having Agency Code refer to Project and Grant.

Contract Retainage

Contract Retainage will provide the capability to establish an amount and percentage of contract payments to be retained and report on retainage. The system has been modified to compute and retain (hold for future disbursement) the dollar amount of the retainage when processing a

voucher with certain interface types, based on the retainage percentage entered on the purchase order or direct purchase order. This amount will be computed, based on the net voucher amount (voucher amount less discounts) and the retainage percentage. The retainage amount field on the purchase order or direct purchase order will reflect the retained dollar amount.

Self-study materials are available for this module. Additionally, MAIN Training class AD11B will include the new functionality.

Release 98-1 Implementation Hands-On Support Sessions

Purpose: Walk-in support sessions will assist users with any questions or problems encountered in Production using the new Release 98-1 functionalities: Contract Retainage, Credit Memo, Interagency Voucher, Service Date, Enhanced Travel Option A, Enhanced Travel Option B, and Vendor File Enhancements. Users are expected to bring transactions that they are trying to enter in Production. No formal presentation will be made. Individual questions will be worked on in a training room on a one-to-one basis.

Where: Knapps Centre, Lansing

   300 South Washington Avenue at Washtenaw

   (enter on Washtenaw Street side)

When: Each session has a capacity of 16 at any one time, with participants to be helped on a first-come, first-served basis. Users may arrive anytime during the scheduled hours, up to 15 minutes before closing.

April 2	Thursday	8:30 - 12:00	T-2, 1st Floor
April 6	Monday	1:00 - 4:30	T-2, 1st Floor
April 8	Wednesday	1:00 - 4:30	T-2, 1st Floor
April 10	Friday	8:30 - 12:00	T-2, 1st Floor
April 20	Monday	1:00 - 4:30	T-3, Mezzanine

Please note that **sessions beginning Wednesday, April 8 will be held as needed.** Check the **MAIN EIS at http://mainweb.state.mi.us,** under **Calendars**, or call Jamie Mathews at (517) 33-52346 to determine if the session will be held.

98-1 CENTRAL TRANSACTION CODE-RELATED PROFILE CHANGES

TRANSACTION CODE

TC No.	Screen	Title	Data Elements	Comment

Enhanced Travel A

TC No.	Screen	Title	Data Elements	Comment
286	28A & B	Liquidate Travel Advance	New TC	New
287	28A & B	Travel Voucher Expenditure	New TC	New
319	28A & B	Taxable Travel PMT Out Dec (System Generated)	New TC	New
390	28A & B	Travel Pymt Cancel - Expenditures	Title Description	Revised Revised

473	28A & B	Taxable Travel Employees Share - Exp Inc	New TC	New
504	28A & B	Taxable Travel Employer Share Exp Inc	New TC	New
468	28A & B	Cash Transfer In - Taxable Travel	New TC	New
222	28B	Vouchers Payable-Not Encumbered	Object Ranges	Revise 4705-4801 5005-6899
241	28B	Vouchers Payable-Travel Advance	Batch Types Document Types	Add - T Add - A%

Enhanced Travel B

297	28A & B	Vouchers Payable-Enhanced Travel B Advance	New TC	New
299	28A & B	Enhanced Travel B Voucher	New TC	New

Enhanced Credit Memo

210	28B	Encumbrance Liquidation-ADPICS	Batch Type	Add X
222	28B	Vouchers Payable-Not Encumbered	Object Ranges	Revise 4705-4801 5005-6899
224	28A & B	Vouchers Payable-Account Payable	Modify COBJ Doc Types Batch Types	RVRS field blank Add 3410 - 3580 and 3965 - 4265 Add F% Add X
233	28B	Inv: Supplies/Mat/Purch Resale-Not Encumb	COBJ Doc Types Batch Types	Add 3410-3580 and 3965 -4265 Add F% Add X

NNIAW

407	28B	Cash Revenue Adj Between Funds-Increase	Doc Types Batch Type	Add Q% and GQ Add X
412	28B	Non Payroll Expenditure Adj - Decrease	Doc Types	Add Q% and GQ Add X

			Batch Type	
413	28B	Nonpayroll Expend Adj - Increase	Doc Types Batch Type	Add Q% and GQ Add X
472	28A & B	Inv: Interagency Purchase of Finish Goods	Title Doc Types Batch Type	Changed Add Q% and GQ Add X

Escheating

354	28A & B	Unpresented Payments - Lvl 1 - Escheats	Title General Ledger Batch Type	Changed Add 3018,3019 Changed to Z
355	28A & B	Unpresented Pmts Liab - Lvl 1- Escheats	Title General Ledger Batch Type	Changed Delete 1015, 1014 Changed to Z
356	28A & B	Unpresented Payments - Lvl 2 - Escheats	Title General Ledger Batch Type	Changed Changed Changed to Z
357	28A & B	Unpresented Warrants - Level 2	General Ledger Batch Type	Changed Changed to Z
358	28A & B	Undelivered Payments - Lvl 1 - Escheats	Title General Ledger	Changed Changed
359	28A & B	Undelivered Pmts Liab - Lvl 1 - Escheats	Title General Ledger	Changed Changed
360	28A & B	Undelivered Payments - Lvl 2 - Escheats	Title General Ledger	Changed Changed
361	28A & B	Undelivered Payments - Lvl 2 - Escheats	Title General Ledger	Changed Changed

Retainage

273	28A & B	Liquidate Retainage Payable	New TC	New
274	28A & B	Liq Retainage Payable-Expenditure credit	New TC	New
283	28A & B	Establish Retainage Payable	New TC	New

COMPTROLLER OBJECT

All changes apply to the Travel Modules with the exception of COBJs 1798 and 1799. COBJs 1798 and 1799 apply to Escheats.

Comp. Obj. No.	Screen	Title	Data Elements	Comment
1798	D10	Unpresented Payments	New	New
1799	D10	Undelivered Payments	New	New
4810	D10	Standard Mileage-Nontaxable-In State	Title	Title Change
4811	D10	STD Mileage-Nontax Portion of Taxable-IS	New	New AY 98
4812	D10	Standard Mileage-Taxable Portion-In State	New	New AY 98
4815	D10	Premium Mileage-Nontaxable-In State	Title	Title Change
4816	D10	Premium Mileage-Taxable-In State	New	New AY 98
4817	D10	PRM Mile-Nontax Portion of Taxable-In State	New	New AY 98
4820	D10	Per Veh Use -Union Mile Reimb-In-State	Status Code	Inactivate AY 98
4845	D10	Meals-Taxable-In State	Tax Withholding Indicator	Y
4851	D10	Lodging-Taxable-In State	Tax Withholding Indicator	Y
4857	D10	LEG SOCC Expense Allowance-Taxable	Tax Withholding Indicator	Y
4865	D10	Standard Mileage-Nontaxable-Out Of State	Title	Title Change
4866	D10	STD Mile-Nontax Portion of Taxable-OS	New	New AY 98
4867	D10	Standard Mileage-Taxable-Out of State	New	New AY 98
4870	D10	Premium Mileage-Nontaxable-Out Of State	Title	Title Change
4871	D10	Premium Mileage-Taxable-Out of State	New	New AY 98

4872	D10	PRM Mile-Nontax Portion of Taxable-OS	New	New AY 98
4875	D10	Per Veh Use- Union Mile Reimb-Out-Of-State	Status Code	Inactivate AY 98
4905	D10	Meals-Taxable-Out Of State	Tax Withholding Indicator	Y
4920	D10	Pers Veh-Mileage Reimb-In State-PTM	New	New AY 98
4925	D10	Airfare-In State-PTM	New	New AY 98
4930	D10	Other Common Carrier-In State-PTM	New	New AY 98
4935	D10	Meals-In State-PTM	New	New AY 98
4936	D10	Meals-Nontaxable-In State-PTM	New	New AY 98
4940	D10	Lodging-In State PTM	New	New AY 98
4945	D10	Per Diem-In State-PTM	New	New AY 98
4954	D10	Other Tax Emp Travel Exp-In State-PTM	New	New AY 98
4955	D10	Other Employee Travel Expen-In State-PTM	New	New AY 98
4960	D10	Mileage Reimb-Out Of State-PTM	New	New AY 98
4965	D10	Airfare-Out of State-PTM	New	New AY 98
4970	D10	Other Common Carrier-Out of State-PTM	New	New AY 98
4975	D10	Meals-Out Of State-PTM	New	New AY 98
4976	D10	Meals-Nontaxable-Out of State-PTM	New	New AY 98
4980	D10	Lodging-Out of State-PTM	New	New AY 98
4985	D10	Per Diem-Out of State-PTM	New	New AY 98
4994	D10	Other Tax Emp Travel Exp-Out of State-PTM	New	New AY 98
4995	D10	Other Employee Travel Expen-Out State-PTM	New	New AY 98
7382*	D10	Employee SS/Medicare/Federal Tax Travel	New	New AY 98

| 7383* | D10 | Employer SS/Medicare/Taxable Travel | New | New AY 98 |

* If D11 Agency Objects are used, D11 must be established which are identical to these comptroller objects. The D11 profiles must be active in production on March 30, 1998.

USER CLASS

User Class No.	Screen	Title	Data Elements	Comment
33	D66	Interagency Voucher Process - R*STARS	Transaction Code	Add 472
34	D66	Enhanced Travel B R*STARS On-line	New	New
57	D66	Vendor File Interface	New	New
58	D66	Interfaces - Including Travel Transactions	New	New
85	D66	Interfaces	Transaction Code	Exclude 297 and 299
98	D66	R*STARS System Generated Transactions		

Transaction Code Add 504 99 D66

ADPICS Interface
Transaction Code Add 407, 412, 413, 472